

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</i>				1. REQUISITION NUMBER PR-OARM-18-00767		PAGE OF 1 61	
2. CONTRACT NO. GS-07F-120GA		3. AWARD EFFECTIVE DATE 10/01/2018		4. ORDER NUMBER 68HEOC18F0866		5. SOLICITATION NUMBER 68HEOC18Q0052	
6. SOLICITATION ISSUE DATE 05/08/2018		7. FOR SOLICITATION INFORMATION CALL:		a. NAME Jennifer Vollman		b. TELEPHONE NUMBER (No collect calls) 513-487-2025	
8. OFFER DUE DATE/LOCAL TIME		9. ISSUED BY CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001		10. THIS ACQUISITION IS <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> EDWOSB <input checked="" type="checkbox"/> SET ASIDE: <input checked="" type="checkbox"/> 8(A) NAICS: 561612 SIZE STANDARD: \$20.5			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		15. DELIVER TO CODE OARM-CIN/IO OARM-CIN/IO US Environmental Protection Agency 26 West Martin Luther King Drive Cincinnati OH 45268		16. ADMINISTERED BY CODE CPD CPD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001			
17a. CONTRACTOR/OFFEROR CODE 805484792 FACILITY CODE Diversified Protection Corporation Attn: Nathaniel White 8020 S. Rainbow Blvd. Suite 100-530 Las Vegas NV 89139		18a. PAYMENT WILL BE MADE BY CODE RTP FMC RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM	
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT	
23. UNIT PRICE		24. AMOUNT		25. ACCOUNTING AND APPROPRIATION DATA See Schedule		26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$4,236,551.16	
0001		DUNS Number: 805484792 TOCOR: Franz Ott Max Expire Date: 09/30/2023 Period of Performance: 10/01/2018 to 09/30/2019  Base Period (10/01/2018-09/30/2019): Security Management Services in accordance with the attached Performance Work Statement.  Accounting Info: Continued ... (Use Reverse and/or Attach Additional Sheets as Necessary)					
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA		27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA		28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.		29. AWARD OF CONTRACT: <u>Quotation Response</u> OFFER DATED <u>06/14/2018</u> YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:	
30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)  ELECTRONIC SIGNATURE		30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED	
31b. NAME OF CONTRACTING OFFICER (Type or print) Scott Tharp		31c. DATE SIGNED 09/13/2018		32. AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE		STANDARD FORM 1449 (REV. 2/2012) Prescribed by GSA - FAR (48 CFR) 53.212	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0002	<p>18-19-C-52E-000GF2X03-2504-1852ST1005-001 BFY: 18 EFY: 19 Fund: C Budget Org: 52E Program (PRC): 000GF2X03 Budget (BOC): 2504 DCN - Line ID: 1852ST1005-001 Funding Flag: Complete Funded: \$1,940,208.81</p> <p>Base Period (10/01/2018-09/30/2019): Security Management Services in accordance with the attached Performance Work Statement "Additional Guard Services"</p> <p>(b)(4)</p> <p>Not-To-Exceed 6,160 Hours</p> <p>Accounting Info: 18-19-C-52E-000GF2X03-2504-1852ST1005-001 BFY: 18 EFY: 19 Fund: C Budget Org: 52E Program (PRC): 000GF2X03 Budget (BOC): 2504 DCN - Line ID: 1852ST1005-001 Funding Flag: Complete Funded: \$288,515.19</p>				(b)(4)
0003	<p>Base Period (10/01/2018-09/30/2019): Other Direct Costs in accordance with the attached pricing Continued ...</p>				(b)(4)

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED    ☐ INSPECTED    ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED:

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (Print)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (Location)	
			42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS



## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
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NAME OF OFFEROR OR CONTRACTOR

Diversified Protection Corporation

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	schedule.  Not-to-Exceed: \$171,726.00  Accounting Info: 18-19-C-52E-000GF2X03-2504-1852ST1005-001 BFY: 18 EFY: 19 Fund: C Budget Org: 52E Program (PRC): 000GF2X03 Budget (BOC): 2504 DCN - Line ID: 1852ST1005-001 Funding Flag: Complete Funded: \$171,276.00				
1001	Option Period 1 (10/01/2019-09/30/2020): Security Management Services in accordance with the attached Performance Work Statement. (Option Line Item) 09/01/2018				(b)(4)
1002	Option Period 1 (10/01/2019-09/30/2020): Security Management Services in accordance with the attached Performance Work Statement "Additional Guard Services"  (b)(4) Not-To-Exceed 6,160 Hours (Option Line Item) 09/01/2019				(b)(4)
1003	Option Period 1 (10/01/2019-09/30/2020): Other Direct Costs in accordance with the attached pricing schedule.  Not-to-Exceed: \$155,739.00 (Option Line Item) 09/01/2019  FOB: Destination  Continued ...				(b)(4)

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
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NAME OF OFFEROR OR CONTRACTOR

Diversified Protection Corporation

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
2001	Option Period 2 (10/01/2020-09/30/2021): Security Management Services in accordance with the attached Performance Work Statement. (Option Line Item) 09/01/2020				(b)(4)
2002	Option Period 2 (10/01/2020-09/30/2021): Security Management Services in accordance with the attached Performance Work Statement "Additional Guard Services"  (b)(4) Not-To-Exceed 6,160 Hours (Option Line Item) 09/01/2020				
2003	Option Period 2 (10/01/2020-09/30/2021): Other Direct Costs in accordance with the attached pricing schedule.  Not-to-Exceed: \$160,338.00 (Option Line Item) 09/01/2020  FOB: Destination				
3001	Option Period 3 (10/01/2021-09/30/2022): Security Management Services in accordance with the attached Performance Work Statement. (Option Line Item) 09/01/2021				
3002	Option Period 3 (10/01/2021-09/30/2022): Security Management Services in accordance with the attached Performance Work Statement "Additional Continued ...				

## CONTINUATION SHEET

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NAME OF OFFEROR OR CONTRACTOR

Diversified Protection Corporation

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Guard Services" (b)(4) Not-To-Exceed 6,160 Hours (Option Line Item) 09/01/2021				
3003	Option Period 3 (10/01/2021-09/30/2022): Other Direct Costs in accordance with the attached pricing schedule.  Not-to-Exceed: \$165,072.00 (Option Line Item) 09/01/2021  FOB: Destination				(b)(4)
4001	Option Period 4 (10/01/2022-09/30/2023): Security Management Services in accordance with the attached Performance Work Statement. (Option Line Item) 09/01/2022				(b)(4)
4002	Option Period 4 (10/01/2022-09/30/2023): Security Management Services in accordance with the attached Performance Work Statement "Additional Guard Services"  Not-To-Exceed 6,160 Hours (Option Line Item) 09/01/2022				(b)(4)
4003	Option Period 4 (10/01/2022-09/30/2023): Other Direct Costs in accordance with the attached pricing schedule.  Continued ...				(b)(4)

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
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NAME OF OFFEROR OR CONTRACTOR

Diversified Protection Corporation

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Not-to-Exceed: \$169,949.00 (Option Line Item) 09/01/2022  FOB: Destination				



**Attachment 1**  
**Performance Work Statement**

**EPA Cincinnati Facilities**  
**Security Management Program**

**1. General Requirements**

The Security Management Contractor shall provide armed security staff and support services 24 hours per day 7 days per week to maintain a comprehensive security program for EPA Cincinnati facilities to meet the requirements of the EPA Research Centers, Administration Facilities, National Homeland Security Research Center (NHSRC), Bio-Containment Suite Facility (BCS), which is registered with the Centers for Disease Control and Prevention and the Central Intelligence Agency, National Emergency Response Team (ERT) and Consequence Management Advisory Division (CMAD) Facility, National Publication Office and Equipment / Property Storage Warehouse, Research Boat Facility, and Critical Server Rooms located at various Cincinnati EPA locations.

The following is a list of facilities requiring security management services in accordance with the Interagency Security Committee (ISC), Physical Security Criteria for Federal Agencies:

**Andrew W. Briedenbach Environmental Research Center (AWBERC)**

26 W. Martin Luther King Drive  
Cincinnati, OH 45268  
350,000 gross sq. ft.  
22 Acres  
Approximately 680 employees

**AWBERC Annex 1**

32,557 gross sq. ft.  
Approximately 50 employees

**AWBERC Annex 2 (North and West Wings)**

45,387 gross sq. ft.  
(Contains the National Homeland Security Research Center (NHSRC) and a BSL-3 Bio-Containment Facility)  
Approximately 161 employees

**AWBERC Full Containment Facility (FCF)**

7,500 gross sq. ft.  
Approximately 20 employees

**AWBERC FEI Child Care Center**

123 W. Nixon Street  
Cincinnati, Ohio 45268  
5,950 gross sq. ft.  
Approximately 60 occupants

**Center Hill Facility**

5995 Center Hill Road  
Cincinnati, Ohio  
21,000 gross sq. ft.  
25.5 Acres  
Approximately 25 employees

**Test and Evaluation Facility**

1600 Gest Street  
Cincinnati, Ohio 45268  
24,000 gross sq. ft. High Bay  
14,000 gross sq. ft. Laboratory & Office  
Approximately 16 employees

**National ERT / CMAD Facility**

4900 Olympic Blvd. Building A  
Erlanger, Kentucky 41018  
13,947 gross sq. ft.  
Approximately 19 employees

**Boat Warehouse Facility**

5871 Highland Ridge Drive  
Cincinnati, Ohio 45232  
7,920 gross sq. ft.

**Streams Facility**

1003 US Highway 50  
Milford, Ohio 45150  
6,56 gross sq. ft.  
Approximately 3 employees

**National Publication Office / Warehouse Storage**

11029 Kenwood Road  
Cincinnati, Ohio 45242  
115,000 gross sq. ft.

Approximately 5 employees

## **2. Tasks**

The Security Management Contractor shall manage the EPA Security Program with direction from the EPA Contracting Officer's Representative (COR). The contractor shall assess threats and vulnerabilities through risk analysis and determine the required level of security necessary to provide oversight for physical security programs at multiple locations with a variety of operational functions. Security threats include but are not limited to human threats which are those typically defined as active threats, crimes, terrorism, sabotage, and operational and procedural deficiencies. In addition, the contractor shall have an understanding and knowledge of emergency operations/preparedness procedures to manage a crisis situation caused by natural disasters such as fires, floods, tornadoes, earthquakes chemical release, etc., and in other threatening environments. The contractor shall be knowledgeable of the current Homeland Security Alert Levels established by the National Terrorism Advisory System (NTAS) as well as the Risk Management Process for Federal Facilities: An interagency Security Committee Standard Appendix B: Countermeasures (to be provided by the COR).

The contractor shall be knowledgeable with security requirements and management techniques for building structures, vehicle screening, physical security for Secure Access Facilities (up to SECRET). In addition, the contractor will insure that all supervisors and 24 / 7 Security Control Officers obtain and maintain a Secret Security Clearance to facilitate emergency response to protect classified documents and materials located and stored within the National Homeland Security Research Center.

The Security Management Contractor shall also operate, manage, maintain, and provide required upgrades and replacement of faulty or obsolete security related equipment which includes the Radios, X- Ray Units, Magnetometers, Hand Wand Metal Frisk Devices, and mirrors on wheels, which are located throughout each facility.

The contractor shall provide one (1) passenger patrol vehicle not more than four-years old for the AWBERC Facility for travel to all Cincinnati EPA facilities to complete required security rounds and emergency response. The passenger patrol vehicle shall meet EPA 's Alternate Fuel Vehicle Standards which are designed to reduce or eliminate fossil fuel carbon emissions.

The contractor shall comply with all current and amended an EPA Standard Operating Procedures (SOP's) as specified in Appendix A.

The contractor shall provide professional uniforms that are similar to local law enforcement agencies.

Security Management Services shall include, but are not limited, to the following:

- (a) Deter and report unauthorized personnel or vehicular entry.
- (b) Deter and report damage, pilferage, removal, secreting, misappropriation, misuse, larceny, theft, or other improper or unlawful threats to, or disposition of, government or personnel property or acts of espionage, sabotage, or wrongful destruction within EPA designated properties.
- (c) Endeavor to prevent the occurrence of fires, explosions, collapses, and other catastrophes. In such an event, the contractor shall summon appropriate response forces and then notify appropriate government personnel as identified in the SOP; Assist in minimizing the effects thereof; and Assist in restoring the area to a safe condition.
- (d) Safeguard personnel, deter the commission of crimes against persons, summon appropriate response forces, and assist those response forces as required. This includes Active Threats.
- (e) Deter and report violations of local, state, and federal laws, and enforce rules established by EPA regarding parking, and entry into buildings, as required.
- (f) Provide proper documentation and reports of all incidents and investigations.
- (g) Maintain local control of the Physical Access Control System (PACS).
- (h) Provide an on-call contingent (surge capacity) of acceptable guard force personnel to quickly and decisively back up any contractor employee confronted with a situation requiring additional personnel.
- (i) Provide additional acceptable guard force personnel for special details and or events.
- (j) Receive, secure, issue, and account for all keys issued to government and contractor personnel under the contractor's control.
- (k) Manage property pass program.
- (l) Manage a lost and found program. Articles found will be turned over to the COR, if not claimed.
- (m) Provide fixed post / monitoring station guards and roving patrols.
- (n) Provide escorts for visitors and materials when required.



- (o) Provide camera and intrusion alarm monitoring.
- (p) Provide emergency assistance to local police and fire departments and other law enforcement agencies as necessary.
- (q) Provide Security Guard Support Services for Research Field Site Activities on a case-by-case basis to protect EPA Assets and Employees.
- (r) Operate and maintain armory for stowage of firearms and ammunition.

### **Armed Security Guard Services**

The Security Management Services Contractor shall provide Armed Security Guard Services for all Cincinnati EPA Facilities. EPA understands there will be an extensive amount of classroom and firing range training associated with this aspect of the contract. Therefore, the contractor will be provided a maximum 120 days from the effective date of the contract to safely implement an armed security guard force at the U.S. EPA facilities located in Cincinnati, Ohio.

### **Authority**

a) The Security Management Services Contractor shall obtain a permit for each employee to carry a firearm. Firearm permits shall be carried by each employee while on duty unless local or state law requires the Contractor to maintain the records. The Contractor shall provide any official bonds required and pay any fees or costs involved or related to the authorization for the arming of any employees engaged in providing services specified under this contract.

b) The Security Management Services Contractor shall obtain all licenses, certificates, training and/or permits necessary for each employee to perform as an armed security guard. Copies of all licenses, permits and certifications described herein shall be furnished to the COR prior to the commencement of work under this contract.

### **Firearms, Ammunition and Storage**

a) The Security Management Services Contractor shall provide Firearms to equip each employee while on duty. Privately owned firearms are not authorized for use by the Contractor employees while on duty and shall not be brought onto the premises at any time. Firearms shall be similar or equal to Glock Model 19 semi-auto 9mm. The contractor shall also provide four (4)

12-gauge shotguns with extended magazine (6 shot capacity). In addition, five (5) firearms (9mm) shall be kept in the AWBERC armory in reserve to replace any firearms found to be defective. The COR is responsible for verifying the furnished firearms comply with the requirements outlined herein. In the event of a dispute regarding whether firearms meet the requirements, the government will make the final decision.

b) Appropriate and ample supplies of firearm maintenance equipment such as cleaning solvents, lubricating oils, rods, brushes, patches, and other normal maintenance tools, shall be provided by the Security Management Services Contractor. Firearms shall be inspected by on-site supervisors prior to issuance to employees. Weapons inspection and issuance will be documented on a Firearms/Guard Equipment Control Register Log or equivalent. Firearms shall be cleaned and oiled weekly or more frequently as weather and/or environmental conditions may require, ensuring optimal operating conditions. The Security Management Services Contractor shall maintain documentation of firearms cleaning and submit to the COR on a monthly basis.

c) The contractor shall store the fire arms and ammunition in the Armory that is located inside of Command Center (G14). The Security Management Services Contractor shall be responsible for strict accountability for all firearms and ammunitions.

d) Firearms shall be handled in a safe and prudent manner. Weapons inspections, which shall include loading and unloading of ammunition and the clearing of the firearm, shall take place in the armory. The Armory is the only area designated for weapons inspections. Note: Inspections shall occur monthly.

e) On-site weapons storage will be permitted under this Task Order. The Security Management Services Contractor shall implement a plan to safely store the weapons and ammunition on-site in accordance with The Department of Homeland Security Uniformed Force Operations Handbook. (<https://www.dhs.gov>).

f) All firearms shall be accounted for at all times. On-site supervisors and employees shall keep an accurate account of issued firearms /equipment on a Firearms/Guard Equipment Control Register Log provided by the Security Management Services Contractor.

g) The Security Management Services Contractor shall provide a list of serial numbers of firearms to be utilized during performance of this contract to the COR prior to beginning work on this contract. The list shall be kept current by the Security Management Services Contractor at all times. Copies of this list shall be provided to the COR on an annual basis.

h) Ammunition for authorized firearms shall be provided by the Security Management Services Contractor. Each employee, entering on duty, shall have thirty (30) rounds of standard 115 grain, Federal Hydra Shock, or equivalent, +P type Ammunition. Ten (10) rounds shall be

used in the weapon with twenty (20) rounds carried in an ammo pouch. The ammunition for the shotgun shall be Federal PFC15900 Vital-Shock 12 Gauge 2.75. Ammunition shall be inspected daily by the Security Management Services Contractor to ensure it is safe for effective use.

i) 1,000 rounds of ammunition for the Glock 19 and 100 rounds of ammunition for the shotguns shall be stored at an on-site location to accommodate emergencies and to be available in the event additional services are ordered. Ammunition shall be replaced every twelve months by the Security Management Services Contractor.

### **Firearms, Training/Qualification and Certification**

a) Firearms training. The Security Management Services Contractor shall provide firearms training for all guards, including supervisors, working under this Task Order. Firearms qualifications for certification must be equivalent to or higher than the Standard Automatic Weapon Course identified herein. Written confirmation of completed training shall be provided to the COR on a quarterly basis or as completed.

b) Qualification and Certification. All Security Management Services Contractor employees shall complete and pass the firearms proficiency testing prior to assignment of a weapon under this contract. The testing of applicants will be conducted by a Federal/State Certified Security Institution or Police Academy. The Security Management Services Contractor must submit to the COR a Pistol and Shotgun Qualification Record, and document the firearms qualification of each Security Management Services Contractor Security Officer. Each Pistol and Shotgun Qualification Record shall be signed by a certified firearms instructor, certifying that the applicant has been tested and has successfully passed the firearms qualification course specified herein under the Standard Automatic Weapon Course.

- 1) Firearms qualification and training shall be performed with weapons and ammunition specified in this Performance Work Statement. In addition, the Security Management Services Contractor shall provide the necessary weapons and ammunition for qualification testing.
- 2) Firearms qualification under this contract will be valid for one (1) year from the date of qualification and testing. The Security Management contractor shall immediately remove from duty under this task order any personnel who fail to maintain current qualifications.
- 3) The maximum number of attempts to qualify shall be limited to two (2) attempts within a 30-day period, commencing with the date of the first attempt. A practice round shall not count as a qualifying (scoring) round. The contractor shall ensure compliance. This documentation must be sufficient to

assure the COR of the applicant's ability to successfully and safely complete and pass the firearm qualification testing within the subsequent 30-day period.

- 4) The Security Management Services Contractor shall be responsible for notifying the COR when employees are ready to be tested for firearms qualifications. The COR is authorized to witness the firearm qualification of employees both at the time of the initial qualification and at the annual qualification. The contractor shall ensure a supervisor is available at all firearm qualifications.
- 5) Firearms Safety. Each Security Management Services Contractor security officer employee, including supervisors, will be required to successfully demonstrate practical hands-on firearms safety procedures prior to qualifications testing. The contractor will provide a portable clearing barrel. The Security Management Services Contractor shall immediately remove from duty under this task order, any personnel who fail to pass this testing.

#### **Disciplinary Action**

The Security Management Services Contractor shall implement a Zero Tolerance Policy which will insure the immediate termination/removal of any employee which after a thorough investigation concluded that he/she:

- a) Removed their weapon from their holster unless being attacked by lethal means or protecting employees (Examples: Knife, Gun, or Explosive Device).
- b) Participated in Horse Play.
- c) Handled the weapon in an unsafe manor.
- d) Implied the use of the weapon in an inappropriate manor/situation.
- e) Left the weapon unattended in an unsecured area.

#### **Maintain the General Electric (GE) Facility Commander Win X Secure Perfect Program**

The Security Management Services Contractor shall provide day-to-day management of the Physical Access Control System (PACS). This includes adding and removing card reader access, database management, creating local badges, monitoring of event logs and responding to alarms.

#### **Cybersecurity Tasks:**

##### **Cybersecurity and Protecting Sensitive Information**



## **Task A - Personally Identifiable Information Contract Closeout**

(a) *Definition.* Personally Identifiable Information (PII) - as defined in OMB Memorandum M-07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information, PII refers to sensitive information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

(b) *Certification of Sanitization of EPA-provided and EPA-Activity-Related Files and Information (including but not limited to all records, files, and metadata in electronic or hardcopy format).* As part of contract closeout, the Contractor shall submit a *Certification of Sanitization of EPA-provided and EPA-Activity-Related Files and Information* to the Contracting Officer and the Contracting Officer's Representative (COR) following the template provided in Appendix G of National Institute of Standards and Technology (NIST Special Publication 800-88, Guidelines for Media Sanitization Revision 1), which assesses risk associated with Personally Identifiable Information (PII) that was generated, maintained, transmitted, stored or processed by the Contractor. The Senior Agency Official for Privacy (SAOP) shall review the Certification and coordinate with the Contracting Officer and the COR.

## **Task B - Authority to Operate (ATO) Suspension or Revocation**

(a) *Definitions.*

(i) *Authority to Operate (ATO)* - Signed by the Agency chief information officer (CIO) or deputy CIO, ATOs are issued for all information systems that input, store, process, and/or output Government information. In order to be granted an ATO, all federal information systems must be compliant with National Institute of Standard and Technology (NIST) Special Publication (SP) 800-53, *Security and Privacy Controls for Federal Information Systems and Organizations*, and FIPS Publication 200, *Minimum Security Requirements for Federal Information and Information Systems*. Contractors whose internal information systems will process Sensitive Information incidental to Agency product or service development must meet requirements for NIST SP 800-171, *Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations*, instead of NIST SP 800-53.

(ii) *Information Security Incident* - an occurrence that results in actual or potential jeopardy to the confidentiality, integrity, or availability of an information system or the information the system processes, stores or transmits, or that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use policies. The Contractor must report all known Information Security Incidents if they involve Sensitive Information.

(iii) *Sensitive Information* - As defined in NIST SP 800-53, *Security and Privacy Controls for Federal Information Systems and Organizations*, Sensitive Information is any information where the loss, misuse or unauthorized access to, or modification of, could adversely affect the national interest or the conduct of federal programs, or the privacy to which individuals are entitled under 5 U.S.C. Section 552a (the Privacy Act), but that has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept classified in the interest of national defense or foreign policy. Sensitive Information is subject to stricter handling requirements than non-sensitive information because of the increased risk if the data are compromised. Some categories of Sensitive Information include Financial, Medical or Health, Legal, Strategic and Business, Human Resources, Personally Identifiable Information (PII), and Sensitive PII. These categories of information require appropriate protection as stand-alone information and may require additional protection in aggregate.

(b) In the event of an Information Security Incident, the Government may suspend or revoke an existing ATO (either in part or in whole). If an ATO is suspended or revoked in accordance with this requirement, the Contracting Officer may direct the Contractor to take additional security measures to secure Sensitive Information. These measures may include restricting access to Sensitive Information on the Contractor information technology (IT) system under this contract. Restricting access may include disconnecting the system processing, storing, or transmitting the Sensitive Information from the Internet or other networks or applying additional security controls.

(c) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

#### **Task C- Security Monitoring and Alerting Requirements**

(a) All Contractor-operated systems that use or store EPA information must meet or exceed EPA policy requirements pertaining to security monitoring and alerting. All systems are subject to the requirements of existing federal law, policy, regulation and guidance (e.g., Federal Information Security Management Act of 2002). The Contractor must comply with the EPA-used Department of Homeland Security (DHS) Continuous Diagnostics and Mitigation (CDM) policy for security monitoring and alerting, which includes requirements not limited to:

(1) System and Network Visibility and Policy Enforcement at the following levels:

- (i) Edge
- (ii) Server / Host
- (iii) Workstation / Laptop / Client

- (iv) Network
- (v) Application
- (vi) Database
- (vii) Storage
- (viii) User

(2) Alerting and Monitoring

(3) System, User, and Data Segmentation

(b) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

**Task D - IT Security and Privacy Awareness Training**

(a) The Contractor must ensure that all Contractor personnel complete EPA-provided mandatory security and privacy training prior to gaining access to EPA information systems. Non-compliance may result in denial of system access.

(b) The Contractor must ensure that all Contractor personnel complete security and privacy refresher training on an annual basis. EPA will provide notification and instructions to the Contractor on completing this training.

(c) The Contractor must ensure that each Contractor employee review and sign the *EPA Rules of Behavior* pertaining to appropriate use of EPA information systems prior to gaining access to EPA information systems. The Contractor must also ensure that each Contractor employee reviews these *EPA Rules of Behavior* at least annually. EPA will provide notification to the Contractor when these reviews are required.

(d) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

**Task E - Specialized Information Security Training for Staff with Significant Security Responsibilities**

(a) The Contractor must ensure that Contractor personnel with significant information security responsibilities complete specialized information security training based on the requirements defined in the EPA role-based training program (*program provided after Contract*

*award*). The objective of the information security role-based training is to develop an EPA information security workforce with a common understanding of the concepts, principles, and applications of information security to ensure the confidentiality, integrity and availability of EPA's information and information systems. The Contractor is required to report training completed to ensure competencies are addressed. The Contractor must ensure employee training hours are satisfied in accordance with EPA Security and Privacy Training Standards (*provided after Contract award*). The Contracting Officer's Representative (COR) will provide additional information for specialized information security training based on the requirements in paragraph (b).

- (b) The following role-based requirements are provided: N/A
- (c) The Contractor must ensure that all IT and Information Security personnel receive the necessary technical (for example, operating system, network, security management, and system administration) and security training to carry out their duties and maintain certifications.
- (d) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

#### **Task F - Contractor Access to EPA IT Systems**

- (a) Immediately following contract award, the Contractor shall provide to the Contracting Officer's Representative (COR) a complete list of Contractor employee names that require access to EPA information systems.
- (b) The Contractor shall provide a Contractor employee change report by the fifth day of each month after contract award to the COR. The report shall contain the listing of all Contractor employees who separated or were hired under the contract in the past 60 days. This report shall be submitted even if no separations or hires have occurred during this period. Failure to submit a Contractor employee change report may, at the Government's discretion, result in the suspension of all network accounts associated with this contract. The format for this report will be provided by the COR.
- (c) (1) The Contractor shall require each of its employees who will need system access for six months or less to utilize a Personal Identity Verification-Interoperable (PIV-I) card or equivalent, as determined by EPA, in order to access EPA information technology (IT) systems and Sensitive Information. The Contractor shall ensure that its employees will not



share accounts to access EPA IT systems and Sensitive Information. (2) The Contractor shall require each of its employees who will need system access for more than six months to utilize an HSPD-12 compliant Personal Identity Verification (PIV) card, such as the EPA EPASS card, in order to access EPA IT systems and Sensitive Information. The Contractor shall ensure that its employees complete a federal government-initiated background investigation as part of the PIV issuance process. The Contractor shall ensure that its employees will not share accounts to access EPA IT systems and Sensitive Information.

- (d) EPA, at its discretion, may suspend or terminate Contractor access to any systems, information/data, and/or facilities when an Information Security Incident or other electronic access violation, use or misuse issue warrants such action. The suspension or termination shall last until EPA determines that the situation has been corrected or no longer exists. Upon request by EPA, the Contractor shall immediately return all EPA information/data, as well as any media type that houses or stores Government information.
- (e) The Contractor shall notify the COR at least five days prior to a Contractor employee being removed from a contract (notification shall be at least 15 days for key personnel in accordance with requirement 1552.237-72, *Key Personnel*). For unplanned terminations or removals of Contractor employees from the Contractor organization that occur with less than five days notice, the Contractor shall notify the COR immediately. The Contractor shall ensure that HSPD-12/PIV cards issued to a Contractor's employee shall be returned to the COR prior to the employee's departure
- (f) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

**Task G - Individual Notification for Personally Identifiable Information)**

**(a) Definitions.**

(1) *Information Security Incident* is an occurrence that results in actual or potential jeopardy to the confidentiality, integrity, or availability of an information system or the information the system processes, stores or transmits, or that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use policies.

(2) *Personally Identifiable Information (PII)*, as defined in OMB Memorandum M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*, refers to sensitive information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying

information that is linked or linkable to a specific individual. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment made by the EPA Privacy Officer of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information that is publicly available — in any medium and from any source — is or can be combined to identify an individual. As an example, PII includes a name and an address because it uniquely identifies an individual, but alone may not constitute Sensitive PII.

3) *Sensitive PII* refers to personally identifiable information that can be used to target, harm, or coerce an individual or entity, assume or alter an individual's or entity's identity, or alter the outcome of an individual's or entity's activities. Sensitive PII requires stricter handling than PII because of the increased risk to an individual or associates if the information is compromised. Some categories of Sensitive PII include stand-alone information, such as Social Security numbers (SSN) or biometric identifiers. Other information such as a financial account, date of birth, maiden names, citizenship status, or medical information, in conjunction with the identity of an individual (directly or indirectly inferred), are also considered Sensitive PII. In addition, the context of the information may determine whether it is sensitive, such as a list of employees with poor performance ratings or a list of employees who have filed a grievance or complaint.

- (b) The Contractor shall have in place procedures and the capability to notify any individual whose Personally Identifiable Information (PII) resided in the Contractor information technology (IT) system at the time of an Information Security Incident not later than five business days after being directed by the Contracting Officer to notify individuals, unless otherwise approved by the Contracting Officer. The procedures must be approved by the EPA prior to use. The method and content of any notification by the Contractor shall be coordinated with, and subject to prior written approval, by the Contracting Officer in consultation with authorized EPA officials at EPA's discretion. The Contractor shall not proceed with notification unless the Contracting Officer has determined in writing that notification is appropriate.
- (c) Subject to Government analysis of the incident and the terms of its instructions to the Contractor regarding any resulting notification, the notification method may consist of letters to affected individuals sent by first class mail, electronic means, or general public notice, as approved by the Government. Notification may require the Contractor's use of address verification and/or address location services. At a minimum, the notification shall include:

- (1) A brief description of the incident;
- (2) A description of the types of PII and Sensitive PII involved;

- (3) A statement as to whether the PII or Sensitive PII was encrypted or protected by other means;
  - (4) Steps individuals may take to protect themselves;
  - (5) What the Contractor and/or the Government are doing to investigate the incident, to mitigate the incident, and to protect against any future incidents; and
  - (6) Information identifying who individuals may contact for additional information, including Contractor name and point of contact (POC) and contract number.
- (d) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

#### **Task H - Compliance with IT Security Policies**

- (a) Information systems and system services provided to EPA by the Contractor must comply with current EPA information technology (IT), IT security, physical and personnel security and privacy policies and guidance, and EPA Acquisition Regulation 1552.211-79, *Compliance with EPA Policies for Information Resources Management*.
- (b) Contractors are also required to comply with current Federal regulations and guidance found in the Federal Information Security Modernization Act (FISMA) of 2014, Privacy Act of 1974, E-Government Act of 2002, Federal Information Processing Standards (FIPS), the 500- and SP500- and 800-Series Special Publications (SP), Office of Management and Budget (OMB) memoranda and other relevant Federal laws and regulations that are applicable to EPA.
- (c) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

#### **Task I - Termination for Default - Failure to Report Information Security Incident**

- (a) Definition. *Information Security Incident* is an occurrence that results in actual or potential jeopardy to the confidentiality, integrity, or availability of an information system or the information the system processes, stores or transmits, or that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use

policies.

- (b) If the Contractor was aware of an Information Security Incident and did not disclose it in accordance with the requirements specified in this contract or misrepresented relevant information to the Contracting Officer, the Government may terminate the contract for default, debar the Contractor from Government contracting, or pursue such other remedies as may be permitted by law or this contract.
- (c) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

**Note:** The Security Management Services Contractor shall insure that coordination is made with the facility IT staff through the COR, so that all installation areas are identified and agreed to by all parties prior to initiation of work.

**Identification Proofing, Electronic/Manual Fingerprinting, and HSPD -12, Smart Card/ Identification Badge Issuance**

The Security Management Services Contractor shall provide service required to meet Homeland Security Presidential Directive Twelve (HSPD -12). When directed by the COR the Security Management Services Contractor shall schedule and obtain electronic fingerprints of all new hires and submit them to Office of Personnel Management (OPM) electronically to begin the required Background Investigation. Once favorable investigation results are acquired the new employee will be issued the Government Smart Card.

**Note:** All new hires that plan to work at EPA Cincinnati Facilities shall require identification proofing / verification, and sponsorship prior to issuance of the Government mandated Smart Card.

**Standard Operating Procedures (SOP)**

The Security Management Services Contractor shall maintain a current copy of the EPA's SOP at each fixed / monitoring guard station. A detailed review of the SOP shall be provided as part of each employee's initial training, and each time the SOP is updated. No employee shall be assigned to duty unless he/she is thoroughly knowledgeable of and understands the SOPs. The SOPs are a living document and will be modified periodically or as required to reflect required changes in the government's guard services policies and procedures.

**3. Government Furnished Property, Materials and Services**

The Government will provide to the Security Management Services Contractor the property identified in Attachment 3 "Government Furnished Property" for use in connection with this

contract. The Government will also provide all utilities (water, electricity, heating and air conditioning) to the Security Management Services Contractor.

#### **4. Contract Management**

The Security Management Services Contractor shall manage the total work effort associated with the security management services required herein to assure fully adequate and timely completion of these services. Such management includes, but is not limited to, planning, scheduling, report preparation, establishing and maintaining records, quality control, and periodic maintenance, and upgrades of all furnished equipment. The Security Management Services Contractor shall provide appropriate staff with the necessary management expertise to assure the performance of the required work. In addition, the Contractor shall ensure all guard force personnel are trained to be proficient at all posts.

##### **a) Work Control:**

The Contractor shall implement all necessary scheduling and personnel/equipment control procedures to ensure timely accomplishment of all guard services requirements.

##### **b) Initial Work Schedule:**

Within 15 calendar days after contract award, the Security Management Services Contractor shall submit to the COR, a general schedule of planned performance of work for the contract period. The schedule shall indicate the day or days of the week that weekly or more frequent services will be accomplished, the week of the month that items of less than weekly frequency will be accomplished, the location to provide services, and the services to be accomplished.

##### **c) Monthly Work Schedule:**

The Security Management Services Contractor's monthly work schedule shall indicate the specific hours of the day each post/monitoring station will be manned, including the number of personnel per post. Proposed changes to the monthly work schedule shall be submitted to the COR at least 72 hours prior to the start of the period in question.

##### **d) Records and Reports:**

The Contractor shall maintain records and prepare all reports as set forth in the Performance of Work Statement. A copy of all reports shall be maintained onsite and available for inspection by the Government at all times. All records and copies of records shall be turned over to the COR within five (5) calendar days after contract completion.

##### **Monthly Reports:**

Following the first complete calendar month of the contract, one copy of the Monthly Reports shall be submitted to the COR. The monthly report should include the Server Room Access List, Training Report, Sign-In and Sign-Out Log Sheets and the monthly report shall be submitted to the COR by the second (2<sup>nd</sup>) working day of the month. In

addition, the Contractor shall include a written report on the maintenance status of all equipment listed in the Performance Work Statement.

**Daily Reports:**

A Security Blotter shall be submitted to the COR by 10:00 am of each working day, either in hard copy or via email. The Contractor shall include a Bio-Containment Suite Access Report for the previous days' entries into the facility. The report should also include any breaches or unauthorized entry to any EPA facility including the National Homeland Security Research Center, the Secured Computer Center, Center Hill Facility, Test and Evaluation Facility, and FEI Child Care Facility.

**Incident Reports:**

Incident reports shall be submitted to the COR no later than 24 hours after an incident of criminal activity, medical emergency, emergency response by police or fire department, or other circumstances that the COR deems that a report is required, either in hard copy or via email.

**Identification Card Listings:**

Identification card listings shall be submitted to the COR, upon request, identifying Agency employees, contractor, grantee, temporary and special category employees. The listings shall be maintained by ID number, and order, and by facility location, using the database designed for this function.

Key Control Card Listing, EPA 143 (CIN) shall be provided to the COR, upon request, showing the assignment and disposition of each key and key card. This listing shall be maintained by room number and order and by EPA facility location, using the database designed for this function.

All pertinent information shall be entered into a database for control. Original key cards shall be retained until the key is returned.

**5. Supervision:**

a) The Security Management Services Contractor shall provide onsite supervision of employees at all times (24 / 7 Security Control Center staffed with Supervisor). The supervisor shall ensure that each post/monitoring station, and rover position is manned as required, and that employees are properly uniformed and present a good appearance, and that each employee is familiar with their post and duties. Such supervision shall include an informal briefing at the start of each shift during which relief personnel shall be assembled for inspection, announcements, and a general transfer of information from one shift's personnel to the next.

b) **Availability of Supervisor:** The Security Management Services Contractor's supervisory personnel in charge of the work under this contract shall be available at all times to receive and implement orders or special instructions from the Contracting Officer/COR concerning matters which affect the operation, and or security of assigned areas.

c) **Duties of Supervision:** Duties of the Security Management Services Contractor's Representative or Supervisor (s) shall not hold the position of an on-duty guard, except in emergencies. In emergencies, the Security Management Services Contractor's Project Manager or supervisor may man the post not to exceed eight hours in any consecutive 24-hour period.

**6. Standards of Conduct:**

The Security Management Services Contractor shall maintain satisfactory standards of employee competency, conduct, appearance, and integrity, and for taking such disciplinary action against his /her employees as may be necessary. Each Security Management Services Contractor employee is expected to adhere to standards of conduct that reflect credit on themselves, their employer, and the U.S. EPA, and Federal Government and meet the requirements of holding a position of public trust. The Government reserves the right to direct the Security Management Services Contractor to remove an employee from the work site for failure to comply with the standards of conduct. The Contractor shall initiate immediate action to replace such an employee to maintain continuity of operations and specified at no additional cost to the Government.

a) **Appearance:**

The Government requires a favorable image and considers it to be a major asset of a protective force. The Security Management Services Contractor employee's attitude, courtesy, and job knowledge are influential in creating a favorable image. However, most people form an opinion by the appearance of the uniformed employees. All Security Management Services Contractor employees are therefore required to comply with standards of local uniformed police.

b) **Neglect of Duty:**

Neglect of Duty shall not be condoned. This includes sleeping on duty, unreasonable delays, disregarding alarms or alerts, or failures to carry out assigned tasks, conducting personal affairs during duty hours, and refusing to render assistance or cooperate in upholding the integrity of the work site security.

c) **Disorderly Conduct:**

Use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting shall not be condoned. Also included is participation in disruptive activities which interfere with normal and efficient Government Operations.

d) **Intoxicants:**

The Contractor shall not allow any employee (while on duty) to possess, sell, consume, or be under the influence of intoxicants, drugs, or substances which produce similar effects.

**e) Criminal Actions:**

Contractor employees may be subject to criminal actions as allowed by law in certain circumstances. These include, but are not limited to, the following:

- (1) Falsification or unlawful concealment, removal, mutilation, destruction of any official documents or records or concealment of material facts by willful omission from official documents or records.
- (2) Unauthorized use of Government property, theft, vandalism, or immoral conduct.
- (3) Unethical or improper use of official authority or credentials.
- (4) Misuse of any weapon system.
- (5) Security violations.

**f) Recording Devices.**

Contractor employees shall not under any circumstances use recording device (cellphone, tape recorder, etc.) to record any conversation within a government facility.

**7. Uniforms:**

While on duty, all guard force personnel shall wear a complete uniform that meets the standards of local law enforcement and presents a favorable public image. Shoes shall be shined and all items of clothing shall fit well and be clean, neat and pressed, if appropriate. Each employee shall be issued the following special accessory equipment items to compliment the uniform by the Security Management Services Contractor:

- Handcuffs, key and pouch
- Baton Collapsible ASP (police regulation type non- plastic) and holder
- Flashlight and batteries (LED Stream lights or equivalent)
- Inclement weather protection to protect the security officer against extreme weather conditions
- Pepper Spray
- Duty Belt Assembly (High Quality Leather) with Belt Keepers and Dual Magazine



#### Pouch

- Safety helmets with face protective shield (Riot Gear)
- Weapon Storage System Holster (at minimum Level 3 Retention for securing weapon)
- Glock 19, 9mm
- Combination Cover
- Ball Cap
- Stocking cap cold weather
- Cold Weather Gear – coat, gloves, sweater
- Tactical Outer Carrier style with Level II ballistic Body Armor
- Dress low quarter shoes and or boots
- Blast Style Entry Shield. Threat Level III

Note: All clothing shall display Contractor Security Name

#### **8. Communication:**

The Security Management Services Contractor shall furnish all necessary multichannel radio transceiver communications equipment so that each employee on duty and COR may be contacted by the Security Management Services Contractor's base station and or 24 / 7 Security Control Center, Shift Supervisor immediately. The Security Management Services Contractor shall comply with appropriate Federal Regulations to obtain all necessary frequencies and permits for equipment operation. The equipment shall operate within the frequencies that will cover all facilities listed in this contract. The exact guard force frequency shall be approved by the COR prior to operation to prevent interference with Government operations, and in no event shall "Citizen Band" frequencies be accepted.

#### **9. Vehicles:**

The Security Management Services Contractor shall provide all passenger vehicles necessary for the performance of this contract. All passenger vehicles shall be kept in safe operating condition at all times with a valid state operation sticker attached if required by the state of Ohio. All fuel, oil, lubricants, and maintenance shall be provided by the contractor. At least (1) passenger vehicle's must be provided by the Security Management Services Contractor which shall be

painted white or light silver. The passenger vehicle shall be distinctively marked front, rear, and both sides with words containing "SECURITY" in letters at least (4) inches in height. The passenger vehicle shall have a clearly amber and or red flashing operating light bar any time the passenger vehicle is in use on Cincinnati EPA Grounds. In the event of passenger vehicle breakdown, the Security Management Services Contractor shall provide a replacement vehicle on site that meets all contract requirements within (4) hours of breakdown. All vehicle repairs shall be done off Government Property, except for minor work such as changing a flat tire, battery, etc. All passenger vehicles provided by the Contractor must be less than (4) years old. Vehicle(s) shall be used to respond to all Cincinnati EPA facilities under normal circumstances and during emergency situations. In addition, the EPA's Alternate Fuel Vehicle Standards which are designed to reduce or eliminate fossil fuel carbon emissions shall be met.

**10. Key Control:**

The Security Management Services Contractor shall receive, secure, issue, and account for all keys for access to buildings, offices, equipment, gates, etc. This includes locksmith services as requested/required by the COR. Prior to starting work, the Contractor shall sign a receipt for all keys issued by the Government. The Security Management Services Contractor shall maintain the records, to be made available to the COR upon request, that show how many keys are in existence, in whose possession they are, and who has knowledge of and or access to combinations. Keys shall not be manufactured or duplicated without the COR's approval.

**11. Personnel Requirements:**

a) **Physical Fitness Program:**

The Security Management Services Contractor shall develop and maintain a physical fitness program for all guard force personnel assigned to duty under this contract. The program shall be sufficiently comprehensive to ensure employees maintain physical fitness allowing them to continuously meet the physical requirements of their duties.

b) **Authority and Jurisdiction:**

(1) Authority of Security Management Services Contractor personnel to detain and or make arrest shall be that of private citizens as defined by the laws of the state(s) in which performance takes place; and each member of the guard force shall be under a duty by virtue of his/her employment under this contract to exercise that authority in the manner directed by this contract, including the SOP.

(2) Members of the guard force shall be familiar with and comply with the limits of City of Cincinnati and State of Ohio; City of Erlanger; and State of Kentucky jurisdiction.

(3) Prior to assignment to the Security Management Services Contractor's guard force, an

individual shall meet the following suitability criteria.

- Education: Possess a high school diploma or equivalent, or pass an equivalent performance examination designed to measure basic job-related mathematical, language, and reasoning skills. Possess the knowledge and ability to perform all required guard services duties. Must be able to read, write, and speak English.
- Felony Convictions: Have no felony convictions and no outstanding warrants that reflect on the individual's reliability.
- Age: Must be 21 years of age or older, or be an honorably discharged veteran.
- Citizenship: Must be a Citizen of the United States of America.
- Physical Qualifications: Pass a physical examination given by a licensed or health care professional prior to assignment and yearly thereafter. Two copies of a written certification from the examining physician that the employee meets the following physical qualifications shall be provided to the COR following physical examination.
- The following physical requirements apply for all guard force personnel.

(a) Vision:

1. Distant visual acuity in each eye shall be correctable to 20/30 (Snellen or equivalent) in the better eye and 20/40 in the other eye with eye glasses or contact lenses or through surgical correction. If uncorrected distance vision is not at least 20/40 in the better eye, the individual shall carry an extra pair of corrective lenses. Near visual acuity, corrected or uncorrected, shall be at least 20/40 in the better eye. Field of vision in one eye in distinguishing red, green, and yellow colors are required. Loss of vision in one eye is disqualifying. Glaucoma shall be disqualifying unless controlled by acceptable medication or surgical procedures, provided such medication, as prescribed do not produce side effects which adversely affect the individuals' ability to perform assigned security job duties, and provided the visual requirements stated above met.
2. Where corrective eyeglasses are required, they shall be of the safety glass type.
3. The use of corrective eyeglasses or contact lenses shall not interfere

with an individual's ability to effectively perform assigned security job functions during normal or emergency operations.

(b) Hearing:

1. Individuals shall have no hearing loss in the better ear greater than 30 decibels average at 500 Hz, 1000 Hz, and 2000 Hz, with no level greater than 40 decibels at any one frequency ( by ISO 389 "Standard Reference Zero for the Calibration of Purtone Audiometer" (1975) or ANSI S3.6-1969 (r.1973) " Specifications for Audiometers").

2. A hearing aid is acceptable provided suitable testing procedures demonstrate auditory acuity equivalent to the above.

3. The use of a hearing aid shall not decrease the effective performance of the individual's assigned guard duties during normal or emergency operations.

(c). Physical Fitness:

Each guard services employee shall be in good physical condition, be able to protect themselves and others, and withstand sudden emotional stress and physical exertion in apprehension of suspects and violators. Pursuit may be on foot, requiring running, jumping, climbing, and or crawling, followed by physical contact to overpower the violator as necessary. They must be able to successful pass an annual physical fitness test (PFT). This test will be similar to or equivalent with local police jurisdictions testing and will consist of 300-meter run, sit-up and push-up test. The Security Management Services Contractor will record their results via the monthly training report.

(d). Diseases:

Individuals shall have no established medical history or medical diagnosis of epilepsy or diabetes, or where such a condition exists, the individual shall provide medical evidence that the condition can be controlled with proper medication so that the individual will not lapse into a coma or unconscious state while performing assigned duties.

(e). Addiction:

Individuals shall have no established medical history or medical diagnosis of habitual alcoholism or drug addiction or where such a condition has existed, the individual shall provide certified documentation of having completed a rehabilitation program which would give a reasonable degree of confidence that the individual would be capable of performing assigned guard services duties.

(f). Other Physical Requirements:

An individual who has been incapacitated due to serious illness, injury, disease, or operation, which could interfere with the effective performance of assigned guard services duties, shall prior to resumption of such duties, provide medical evidence of recovery and ability to perform such duties.

c) Training:

All guard force personnel shall be trained to conduct all duties and responsibilities of each post that are assign. In addition, the guards should receive at minimum (4) hours continuing education related to their position on a monthly basis.

(1) Training Plan:

(a) Within 10 calendar days after the contract award the Security Management Services Contractor shall submit three (3) copies of its proposed training plan to the COR for review and approval. The training plan shall include the following, at a minimum:

1. Type of Training, name and location of the training facility.
2. If training facility is not an accredited institute, names and qualifications of instructors.
3. Dates and Times training courses are to be presented.
4. Certification program for qualifying new supervisors.

(b) The Government reserves the right to reject the training plan if it determines that training facilities are inadequate and or instructors are not qualified to provide such training. If the training plan is rejected, the Security Management Services Contractor shall submit a new training plan within 10 calendar days. Failure to submit an acceptable training plan may be grounds for termination for default of this contract. Revisions to the approved training plan shall be submitted to the

COR for review and approval within 5 calendar days of such complete training under the Security Management Services Contractor's then current training plan. The Government reserves the right to audit all or part of Security Management Services Contractor provided training courses.

**(2) Specific Training Requirements:**

(a) Initial orientation training shall consist of 80 – hours of watch standing, site familiarization, Standard Operating Procedures, handcuff techniques, CPR/AED training, weapon familiarization, physical fitness assessment and countermeasures.

(b) All guard force employees shall successfully complete at minimum a 20-hour required hand gun certification course, a 5-hour shotgun certification course, and 4-hour baton and pepper spray course. This training shall be conducted by experienced and certified trainers. This training should be completed during the employees 90-day probation period.

(c) Guard force employees assigned to a post with X-Ray and magnetometer equipment shall be fully trained by certified instructors, and possess a certificate of course completion for the approved program.

(d) All guard force employees shall receive an additional 48 - hours of job related training that is pertinent to their position at minimum annually. This training shall include but is not limited to a 4-hour intermediate hand gun and shot gun refresher course, new or revised SOP's, Active Threat Awareness and Response, Basic Life Support (BLS) certification/recertification, mock CPR/AED drills, Blood Borne Pathogen exposure. Note: BLS certification shall be based on the American Heart Association (AHA) curriculum or the American Red Cross or the American Safety and Health Institute, which teach courses based on AHA curriculum. Furthermore, AED/CPR (BLS) certification is required as participants in the Public Access Defibrillation (PAD) program established at EPA Cincinnati Facilities.

(e). All guard force employees shall be familiar with all SOP's and be capable of following all SOP's without hesitation or supervision.

(f) The Contractor shall have an individual that is certified to train their officers in Active Threat Response.

**12. Work Requirements:**

**a) Minimum Staffing Requirements:**

- (1) AWBERC Facility: During Normal Duty Hours (600am – 630pm):** On Site Manager, Site Supervisor, ID Badge / Fingerprint Credentialing Office, Main Lobby Entrance Post, Annex Entrance Post, Rear Loading Dock Post, Lot Patrol Guard, Alarm Response/Rover Guard, and 24/7 Security Control Center Supervisor, Gate House # 3 and #5 Security Guard Post. In addition, the Security Management Services Contractor shall provide adequate Security Guard coverage to protect the facility, employees and surrounding environment during 2<sup>nd</sup>, 3<sup>rd</sup> Shifts, Weekends and Holidays.
- (2) Center Hill: 24 hours a day, seven days a week including Weekends and Holidays.**
- (3) Test and Evaluation Facility (T&E): Normal Duty Hours (600am – 600pm) including Weekends and Holidays.**
- (4) ERT/CMAD Facility: 24 hours a day seven days a week including Weekends and Holidays.**
- (5)**
- (6) Kenwood Warehouse and National Publication Facility: Shall conduct Patrol of the facility during 2<sup>nd</sup> and 3<sup>rd</sup> shifts.**
- (7) Center Hill Business Park (Boathouse): Shall conduct Patrols of the facility during all shifts.**
- (8) STREAMS: Shall conduct Patrols of the facility when directed by the COR.**

The chart below delineates duty hours for all posts in the EPA-Cincinnati area.

<b>AWBERC</b>			
<b>Position</b>	<b>Days</b>	<b>Post</b>	<b>Time</b>
Project Manager	M-F	Room AG-31	0530-1400
On-Site Supervisor	M-F	Room G-14	0730-1600
Supervisor	7 days a week	Command Center	0000-2400
Security Officer	4 days a week	Pass/ID Office	0800-1600
Security Officer	M-F	Gate 3	0600-1830
Security Officer	M-F	Gate 5	0600-1830
Security Officer	M-F	Lobby	0630-1830
Security Officer	M-F	Dock	0630-1630
Security Officer	7 days a week	Rover	0000-2400
Security Officer	7 days a week	Lot Patrol	0000-2400
Security Officer	7 days a week	Annex	0000-2400
<b>CENTER HILL</b>			
Security Officer	7 days a week	Lobby	0000-2400
<b>T&amp;E</b>			
Security Officer	7 days a week	Lobby	0600-1800
<b>ERT</b>			
Security Officer	7 days a week	Lobby	0000-2400

b) Entry and Exit Control:

(1) AWBERC Facility:

(a) Operate, develop and enforce a personnel identification system, and monitor Security Cameras.

(1) Main Security Guard Post Locations

- (A) Main Front Lobby Post
- (B) Annex Rear Entrance Post
- (C) Loading Dock
- (D) Rover
- (E) Gate house #3

Attachment 1

Performance Work Statement

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- (F) Gate House #5
- (G) Lot Patrol

(b) At all three entrances the Security Management Services Contractor shall deter unauthorized personnel, property, or vehicles from entering restricted areas as defined in the SOP. The aforementioned Posts shall be monitored and staffed to meet the minimum requirements to protect the facility, employees and surrounding environment. Some of the duties will include observing employee identification, registering visitors and maintaining visitor logs. The COR will direct the Security Management Services Contractor regarding authorized employees or contractors requiring access to specific areas at EPA Cincinnati facilities.

- (1) Register all visitors in the Daily Sign- In and Sign- Out Log and provide identification badges to all legitimate persons requesting access to the building and to employees unable to display official EPA issued Identification tags.
- (2) Scheduled groups of visitors must have approval prior to being allowed access to the building. These groups will usually be the responsibility of the EPA Public Affairs Office. Prior to the visit, the registration and identification tags for these scheduled groups will be provided by the responsible EPA office.
- (3) Non - scheduled groups of visitors must register and be processed at the Main Front Lobby Post following the approval of the EPA Public Affairs Office.
- (4) The only exception to the registration of persons entering the building without proper identification will be individuals such as local fireman, and or law enforcement officials during emergency situations.
- (5) EPA employees may on occasion bring their family members to tour the building during a special event. Members of an employee 's family shall be processed as visitors and be escorted by an employee.
- (6) All security investigations, such as the Federal Protection Service, Federal Bureau of Investigations, Central Intelligence Agency, Local Law Enforcement and their Division of Criminal

Investigation Units, shall be directed to the EPA Contract Officer Representative (COR).

(7) Refer all Media to the EPA Public Affairs Office. Arrangements to contact an employee by the Media must be coordinated with the Public Affairs Office. Media visits after normal working hours are prohibited and shall be referred to the Public Affairs Office during normal working hours. All visits shall be included on the daily blotter.

(8) Access to AWBERC after normal working hours (6:00am - 6:30pm), weekends, and holidays shall be granted to employees or contractors with a valid EPA - Cincinnati ID Card unless previously authorized. All normal working hour entrants shall sign-in and sign-out on a Daily Log of Visitors. This log shall be forwarded to the COR no later than 9:00am the following workday.

(9) Occasionally, emergencies arise when the building maintenance and operation contractor must employ outside companies or individuals to repair malfunctioning equipment and systems. The Boiler operator is the only contract position with full time coverage other than Security. The Boiler operator will notify the security staff of an anticipated call by a service contractor. They will provide the estimated time of arrival, name of company and the person's name if available. Upon arrival the repair person must produce identification. The individual will sign the Visitor's Log Sheet. The Security Officer shall contact the Boiler Operator and then escort the visitor to his destination.

(10) Any request received by the Security Management Services Contractor Staff from an EPA or contract employee for special services shall have the approval of the COR.

(11) All incoming visitors or EPA employees unable to display an official EPA ID shall sign in on the Visitors Log Sheet. The EPA employee visited will be contacted by the Main Lobby Guard. A visitor ID Badge with the designated floor will be provided / worn by the visitor. Upon completion of the visit the ID Badge will be returned to the Main Front Lobby Guard Post.

(12) Visitors requesting EPA handout material which is made available to the public shall be escorted to the appropriate location where materials are displayed.

(13) Visitors are permitted to use the Credit Union and EPA Library, but must officially sign in on the Visitors Log and must be escorted.

(14) All visitors will be screened through Security Magnetometer Equipment and all bags will be screened by X-Ray.

(15) Direct all emergency personnel (Fire, Police, and Emergency Medical Services etc.) to the appropriate location.

(2) Center Hill, Test and Evaluation, ERT /CMAD

(a) Register all visitors in the Daily Sign-In and Sign-Out Log to authorized individuals requesting access to the building.

(b) The Security Staff will insure quick response in the event of an emergency.

(c) The Security Guard shall maintain law and order in and around the building. Other functions shall be performed as may be necessary, such as investigate internal disorder or criminal act with assistance of local law enforcement.

(d) In case of an emergency, contact 911 if appropriate then contact the AWBERC Security Staff immediately, by radio or telephone (569-7957), to report the incident and process a written report to the security supervisor, who will submit an incident report to the COR the following day.

c) Property Controls (All Facilities):

(1) Visually check all material being removed from the building to ensure that this material compares to the description written on the Property Pass, EPA 375 (CIN). Retain a copy of the Property Pass, verify signature on the pass to listing of individuals authorized to sign Property Passes. The procedure applies to anyone removing property at any time. If any discrepancy is noted on the Pass, instruct the individual to return to the office originating the Property Pass and have the Pass corrected. The material shall be retained at the security desk until the person returns with the proper documentation. Forward all Property Passes to the security supervisor at the end of the work day.

(2) All Property Passes shall be submitted to the COR by 9:00am on the following day.

d) Patrols:

(1) AWBERC, Center Hill, Test and Evaluation, ERT /CMAD, Kenwood Warehouse, and Boat Warehouse:

(a) Patrol duties include both foot and motorized patrols. Roving patrols shall be continuously on the alert for the occurrence of fires, alarms, explosions, collapses, and other catastrophes by close and detailed observation of buildings, machinery, vehicles, equipment, other resources and personnel. Unsafe or potentially unsafe conditions, procedures, or activities shall be identified and promptly corrected, if possible. Alternatively, the Security Management Services Contractor shall restrict admission to the unsafe area to minimize the risk and notify the COR so that repair or correction can be accomplished as soon as possible. In the event of a catastrophe, the Security Management Services Contractor shall immediately summon appropriate response forces and then notify the COR. Assist in minimizing the effects thereof; and assist in restoring the

area to a safe condition as soon as possible.

(b) Make inspection tours of building (offices, laboratories, National Homeland Security Research Center, Full Containment Facility, Bio-Containment Suite, Future Environments Child Care Center, stairwells, chases, corridors, perimeter, parking area etc) at minimum every (2) hours. These inspections will be documented in the Daily Blotter, and monitored on the Security Computer System. Door lock-up rounds are required at the end of each duty day

(c) Visitor Parking Spaces:

- i. Any vehicle improperly parked or parked in a restricted area shall be issued a Parking Citation, EPA Form 355 (CIN). Distribution of the form will be as follows: Original sent to the COR by 9:00am on the next business day, one copy retained by the security supervisor, and a copy placed on the windshield of the vehicle in violation.
- ii. A list will be provided to the Security Management Services Contractor outlining reserve parking, car pool parking and those employees requiring special access parking (handicapped) upon award of the contract.
- iii. Conduct physical checks of the visitor areas between the hours of 7:00am and 6:30pm daily and no less than once per hour.
- iv. Periodically make visual inspection of the entire parking lot checking for proper vehicle registration, watching for vehicles with headlights left on or other problematic areas.
- v. Parking decals shall be issued by the Security Guards. One parking decal shall be issued for each vehicle owned and operated by an EPA employee (federal or contractor). A database shall be maintained on a timely basis reflecting all information as shown on Permanent Employee Vehicle Card- EPA Form 25 (CIN).

e) Closed Circuit Television Surveillance:

(1) AWBERC, Center Hill, Test & Evaluation, ERT / CMAD, Bio-Containment Suite, Full Containment Facility, National Homeland Security Research Center, Future

Environments Inc. Child Care Center:

- (a) Monitor all 162 cameras which are required to aide with identifying potential problems at the aforementioned facilities continuously. The security contractor is required to video and store digital video recordings of each camera's operation. The recordings shall be stored for a minimum of 60 days.

**13. Monitoring Alarm Systems:**

Intrusion Detection Systems (IDS) and Physical Access Control Alarm (PACS) alarm systems shall be monitored by the Security Management Services Contractor continuously at each facility. Alarm monitors shall dispatch the required authorities to respond to the particular situation. Follow SOP's for the appropriate response.

**14. Alarm Response:**

- a) The Security Management Services Contractor shall provide an alarm response to the Center Hill Facility, Center Boat Facility, Test and Evaluation Facility, Kenwood Warehouse Facility, and ERT/CMAD Facilities and all other Cincinnati Facilities if necessary to provide security investigation support. Upon dispatch from the 24 hour Security Control Center, Security will respond to the facility, conduct an interior walk thru security investigation, report findings to Security Control Center, reset building alarm and return to EPA, AWBERC, and Complete Incident Report (Note: If necessary contact local law enforcement).
- b) The Security Management Program Contract Management Team will use the patrol vehicle occasionally to conduct Quality Control Audits of Security Guard Staff assigned to all facilities.
- c) The patrol vehicle may be used to meet COR or other vendor's/law enforcement authorities supporting the Security Management Program Contract at all EPA Facilities.

**15. Other Direct Costs:**

- a) The list below is the Other Direct Costs (ODC) Anticipated for this Task Order. However, adjustments may be necessary to meet overall Security Management Needs.
  - (1) X-ray Machines: Service Maintenance Agreement., and replacement costs for new machines
  - (2) Magnetometer: Service Maintenance Agreement.

- (3) Lock Cores: Replacement cost for new cores, keys, etc. Repair for Key Cutter.
- (4) 25 Radios and 1 Base with Digitally Capable Receiver. This is a one-time cost. Once purchased the Radios and Base will become property of the UP EPA and will be provided to the Contractor as Government Furnished Property.
- (5) Radio Maintenance
- (6) Radio Frequency/Air Rate: Air time for the radios and frequency costs.
- (7) Security System Monitoring: Install, repair, replacement and maintenance on monitoring equipment.
- (8) Graffiti Removal: Removal of Graffiti from EPA Property.
- (9) Tow Authority: Tow unauthorized vehicles from EPA Property
- (10) Cincinnati Bell T1 Line: Provide connectivity for PACS system and Cameras.

**16. Miscellaneous:**

- a) The Identification Control Room located in G-14 shall be staffed by a Security Guard or Supervisor between the hours of 08:00am - and 12:00 noon Monday through Friday excluding holidays, and between the hours of 1:00pm - 4:00pm on Monday and Wednesdays excluding holidays for the purpose of making or issuing identification badges and key duplication and issue. In addition, this time shall be used to generate required daily alarm reports for the National Homeland Security Research Center, and Bio-Containment Facility and at all EPA Cincinnati Satellite Facilities.
- b) The Security Management Services Contractor shall execute colors by raising and lowering the United States Flag (and other flags authorized) at locations and times indicated by the COR. The Security Management Services Contractor shall arrange for proper disposal of flags, as necessary.
- c) c) The Security Management Services Contractor shall immediately notify local law enforcement and emergency medical services of traffic accidents requiring assistance. Assist as required, in redirecting traffic and follow-up with an incident report to the COR.
- d) The Security Management Services Contractor shall respond to humidity and temperature sensors.
- e) When needed, Additional Security Guard Services may be required when the agency is alerted to a heightened or imminent threat due to a terrorist threat, national emergency, or

natural disaster. Also, additional guard services can be utilized during events where attendance surpasses 75 people. Lastly, additional Security Guard Services may be required for other activities, throughout all EPA Cincinnati Facilities to minimize or eliminate the risk of identified security vulnerabilities by the COR. The Security Management Services Contractor Supervisor will be advised in advance of this requirement. The required hours for Additional Guard Services are identified as a separate line item of the task order.

#### **17. Technical Definitions**

As used in this Task Order, the following terms shall have the meaning as set forth below.

- a) **Acceptable Guard Force Personnel** - Those personnel meeting all uniform, appearance, standards of conduct, security, and training requirements.
- b) **Contracting Officer (CO)**: The Contracting Officer is the person with the authority to enter into, administer, and or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.
- c) **Security Management Services Contractor**: The term Security Management Services Contractor as used herein refers to both the prime Contractor and the subcontractors. The prime Contractor shall ensure that his/her subcontractors comply with the provisions of this contract.
- d) **Security Management Services Contractor Project Manager**: A Project Manager or Captain is assigned by the Security Management Services Contractor to manage the guard force.
- e) **Post/Monitor Station**: A station or task to which guards are assigned.
- f) **Contracting Officer Representative (COR)**: The Government employee responsible for the daily monitoring of the Security Management Services Contractor's performance.
- g) **Quality Control (QC)**: A method used by the Contractor to control the quality of goods and services produced.



Attachment 2  
Security Management Services

Quality Assurance Surveillance Plan (QASP)

(a) The requirements identified in the Performance Work Statement (PWS) will be performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. The performance-based requirements represent a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the applicable performance objectives, measures, and standards.

(b) The contractor's performance will be reflected in the annual contractor performance assessment report conducted by the Agency.

(c) Performance Requirements shall be designated as "tasks" specified within the Performance Work Statement (PWS). In cases where task requirements (Performance Requirements) and Measurable Performance Standards are not being met, the contractor shall make every effort to immediately correct the problem to ensure customer satisfaction. If the problem is systemic, the contractor shall submit a plan of corrective action to the Contracting Officer's Representative (COR). The COR will submit a complete annual review of the contractor's performance based on the tasks outlined in the Quality Assurance Surveillance Plan appearing in this attachment. The annual report will take into consideration the successes, shortcomings, and corrective actions associated with meeting the applicable task order performance standards.

(d) At a minimum, the following performance-based service acquisition requirements will be incorporated into the task order:

1. Performance requirements that define the work in measurable, mission-related terms. (The description of each task is considered the designated Performance Requirement)
2. Measurable Performance Standards (e.g., management and communications, timeliness, cost management and control, and quality of deliverables) which are tied to the Performance Requirements. (These standards are included in the performance requirement.)

Attachment 2  
Security Management Services

Quality Assurance Surveillance Plan (QASP)

<u>Performance Requirement</u>	<u>Measurable Standards</u>	<u>Surveillance Methods</u>	<u>Incentives/ Disincentives</u>
<b>Management and Communications:</b> During the performance period of the task order, the contractor shall immediately inform the COR of any issue that may potentially impact effective security management for any EPA Cincinnati facility.	The contractor shall maintain contact with the COR throughout the task order performance period. In cases where issues have a direct impact on tasks identified in the PWS, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.	EPA will allocate the time needed to discuss and address all issues identified by the contractor. The Contractor shall document and maintain a complete record of the issues, agreements and outcome. EPA will review monthly the submitted Contractor's monthly progress reports for indicators of communication problems and will bring issues to the contractor's immediate attention.	Any issue that impacts effective security management of EPA Cincinnati facilities that is not immediately brought to the attention of the COR two or more times per month during the performance period may result in an unsatisfactory performance rating in the annual Contractor Performance Assessment Reporting System (CPARS).
<b>Standard Operating Procedures (SOPs):</b> The contractor shall provide services in accordance with the Standard Operating Procedures (Appendix A to the PWS)	Tasks shall be delivered in accordance with the SOPs identified in Appendix A to the PWS. Unless amended or modified by an approved EPA action, the SOP shall be followed 100%.	EPA will closely monitor adherence to SOPs and shall notify the contractor when it becomes apparent that an established SOP is not being followed. EPA will review monthly the contractor's Monthly Progress Reports.	More than two (2) infractions per month during the performance period may result in an unsatisfactory performance rating in the annual CPARS.

Attachment 2  
Security Management Services

Quality Assurance Surveillance Plan (QASP)

<p><b>Standards of Conduct:</b> The Contractor shall maintain satisfactory standards of employee competency, conduct, appearance, and integrity, and for taking such disciplinary action against his /her employees as may be necessary.</p>	<p>The contractor shall assign appropriately leveled and skilled personnel to all tasks of the PWS that will adhere to standards of conduct that reflect credit on themselves, their employer, and the U.S. EPA, and Federal Government and meet the requirements of holding a position of public trust.</p>	<p>The COR will monthly meet with Program Manager to discuss any observed or reported Standard of Conduct issue.</p>	<p>Two or more infractions per month during the performance period may result in an unsatisfactory performance rating in the annual CPARS.</p>
<p><b>Monthly Reports:</b> The contractor shall ensure editorial (data accuracy) quality of monthly reports.</p>	<p>The contractor's written submissions shall be clear, concise, timely, and the data provided is error free.</p>	<p>The COR will review the monthly reports for accuracy and completeness.</p>	<p>If after reviewing the contractor's monthly report, the COR determines that the content contains editorial or data errors, the contractor will be expected to redo the work at no cost to the government. Two or more returned reports during the performance period may result in an unsatisfactory performance rating in the annual CPARS.</p>

WD 15-4720 (Rev.-6) was first posted on [www.wdol.gov](http://www.wdol.gov) on 01/16/2018

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REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

Daniel W. Simms                      Division of  
Director                      Wage Determinations

Wage Determination No.: 2015-4720  
Revision No.: 6  
Date Of Revision: 01/10/2018

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.35 for calendar year 2018 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.35 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2018. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts)

States: Indiana, Kentucky, Ohio

Area: Indiana Counties of Dearborn, Ohio

Kentucky Counties of Boone, Bracken, Campbell, Gallatin, Grant, Kenton, Pendleton

Ohio Counties of Brown, Butler, Clermont, Hamilton, Warren

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.37
01012 - Accounting Clerk II		16.12
01013 - Accounting Clerk III		18.04
01020 - Administrative Assistant		25.59
01035 - Court Reporter		21.33
01041 - Customer Service Representative I		12.13
01042 - Customer Service Representative II		13.63
01043 - Customer Service Representative III		14.88
01051 - Data Entry Operator I		14.14
01052 - Data Entry Operator II		15.43
01060 - Dispatcher, Motor Vehicle		18.09
01070 - Document Preparation Clerk		14.16
01090 - Duplicating Machine Operator		14.16
01111 - General Clerk I		13.16
01112 - General Clerk II		14.35
01113 - General Clerk III		16.11
01120 - Housing Referral Assistant		19.84
01141 - Messenger Courier		12.66
01191 - Order Clerk I		14.21
01192 - Order Clerk II		17.02
01261 - Personnel Assistant (Employment) I		15.67
01262 - Personnel Assistant (Employment) II		17.53
01263 - Personnel Assistant (Employment) III		19.55
01270 - Production Control Clerk		23.17
01290 - Rental Clerk		14.57
01300 - Scheduler, Maintenance		15.84
01311 - Secretary I		15.84
01312 - Secretary II		17.79
01313 - Secretary III		19.84
01320 - Service Order Dispatcher		16.16

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01410 - Supply Technician	25.59
01420 - Survey Worker	17.63
01460 - Switchboard Operator/Receptionist	14.31
01531 - Travel Clerk I	12.86
01532 - Travel Clerk II	13.72
01533 - Travel Clerk III	14.55
01611 - Word Processor I	14.66
01612 - Word Processor II	16.45
01613 - Word Processor III	18.41
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	21.14
05010 - Automotive Electrician	23.12
05040 - Automotive Glass Installer	21.61
05070 - Automotive Worker	22.26
05110 - Mobile Equipment Servicer	20.65
05130 - Motor Equipment Metal Mechanic	24.59
05160 - Motor Equipment Metal Worker	22.26
05190 - Motor Vehicle Mechanic	23.03
05220 - Motor Vehicle Mechanic Helper	20.30
05250 - Motor Vehicle Upholstery Worker	21.42
05280 - Motor Vehicle Wrecker	22.26
05310 - Painter, Automotive	23.12
05340 - Radiator Repair Specialist	22.26
05370 - Tire Repairer	15.45
05400 - Transmission Repair Specialist	24.59
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.32
07041 - Cook I	12.59
07042 - Cook II	13.56
07070 - Dishwasher	9.18
07130 - Food Service Worker	10.13
07210 - Meat Cutter	16.14
07260 - Waiter/Waitress	9.20
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.91
09040 - Furniture Handler	13.81
09080 - Furniture Refinisher	17.91
09090 - Furniture Refinisher Helper	15.31
09110 - Furniture Repairer, Minor	16.59
09130 - Upholsterer	17.91
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.03
11060 - Elevator Operator	12.52
11090 - Gardener	17.15
11122 - Housekeeping Aide	12.52
11150 - Janitor	12.52
11210 - Laborer, Grounds Maintenance	14.99
11240 - Maid or Houseman	10.08
11260 - Pruner	13.48
11270 - Tractor Operator	16.71
11330 - Trail Maintenance Worker	14.99
11360 - Window Cleaner	13.26
12000 - Health Occupations	
12010 - Ambulance Driver	17.31
12011 - Breath Alcohol Technician	18.72
12012 - Certified Occupational Therapist Assistant	27.34
12015 - Certified Physical Therapist Assistant	26.62
12020 - Dental Assistant	18.35
12025 - Dental Hygienist	34.49
12030 - EKG Technician	25.03
12035 - Electroneurodiagnostic Technologist	25.03
12040 - Emergency Medical Technician	17.31
12071 - Licensed Practical Nurse I	16.73
12072 - Licensed Practical Nurse II	18.72
12073 - Licensed Practical Nurse III	20.87

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12100 - Medical Assistant	14.76
12130 - Medical Laboratory Technician	18.79
12160 - Medical Record Clerk	17.61
12190 - Medical Record Technician	19.06
12195 - Medical Transcriptionist	19.70
12210 - Nuclear Medicine Technologist	34.30
12221 - Nursing Assistant I	11.19
12222 - Nursing Assistant II	12.58
12223 - Nursing Assistant III	13.73
12224 - Nursing Assistant IV	15.41
12235 - Optical Dispenser	18.39
12236 - Optical Technician	16.52
12250 - Pharmacy Technician	15.22
12280 - Phlebotomist	15.88
12305 - Radiologic Technologist	25.79
12311 - Registered Nurse I	24.51
12312 - Registered Nurse II	29.20
12313 - Registered Nurse II, Specialist	29.20
12314 - Registered Nurse III	35.32
12315 - Registered Nurse III, Anesthetist	35.32
12316 - Registered Nurse IV	42.35
12317 - Scheduler (Drug and Alcohol Testing)	23.19
12320 - Substance Abuse Treatment Counselor	18.59
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.76
13012 - Exhibits Specialist II	24.48
13013 - Exhibits Specialist III	29.93
13041 - Illustrator I	20.17
13042 - Illustrator II	24.99
13043 - Illustrator III	30.56
13047 - Librarian	27.39
13050 - Library Aide/Clerk	12.27
13054 - Library Information Technology Systems Administrator	24.96
13058 - Library Technician	15.33
13061 - Media Specialist I	17.84
13062 - Media Specialist II	19.97
13063 - Media Specialist III	22.38
13071 - Photographer I	15.24
13072 - Photographer II	17.85
13073 - Photographer III	21.52
13074 - Photographer IV	26.56
13075 - Photographer V	32.12
13090 - Technical Order Library Clerk	15.12
13110 - Video Teleconference Technician	19.61
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.90
14042 - Computer Operator II	17.80
14043 - Computer Operator III	19.83
14044 - Computer Operator IV	22.04
14045 - Computer Operator V	24.40
14071 - Computer Programmer I	(see 1) 19.86
14072 - Computer Programmer II	(see 1) 24.53
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	15.90
14160 - Personal Computer Support Technician	22.04
14170 - System Support Specialist	27.99
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	31.98
15020 - Aircrew Training Devices Instructor (Rated)	38.68
15030 - Air Crew Training Devices Instructor (Pilot)	42.71

15050 - Computer Based Training Specialist / Instructor	31.98
15060 - Educational Technologist	30.27
15070 - Flight Instructor (Pilot)	42.71
15080 - Graphic Artist	23.35
15085 - Maintenance Test Pilot, Fixed, Jet/Prop	42.14
15086 - Maintenance Test Pilot, Rotary Wing	42.14
15088 - Non-Maintenance Test/Co-Pilot	42.14
15090 - Technical Instructor	23.07
15095 - Technical Instructor/Course Developer	28.24
15110 - Test Proctor	18.63
15120 - Tutor	18.63
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.85
16030 - Counter Attendant	9.85
16040 - Dry Cleaner	12.18
16070 - Finisher, Flatwork, Machine	9.85
16090 - Presser, Hand	9.85
16110 - Presser, Machine, Drycleaning	9.85
16130 - Presser, Machine, Shirts	9.85
16160 - Presser, Machine, Wearing Apparel, Laundry	9.85
16190 - Sewing Machine Operator	13.03
16220 - Tailor	13.89
16250 - Washer, Machine	10.44
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	25.18
19040 - Tool And Die Maker	27.35
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.13
21030 - Material Coordinator	23.17
21040 - Material Expediter	23.17
21050 - Material Handling Laborer	16.74
21071 - Order Filler	12.00
21080 - Production Line Worker (Food Processing)	17.33
21110 - Shipping Packer	15.78
21130 - Shipping/Receiving Clerk	15.78
21140 - Store Worker I	14.26
21150 - Stock Clerk	18.72
21210 - Tools And Parts Attendant	17.33
21410 - Warehouse Specialist	17.33
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	31.60
23019 - Aircraft Logs and Records Technician	24.46
23021 - Aircraft Mechanic I	30.11
23022 - Aircraft Mechanic II	31.60
23023 - Aircraft Mechanic III	32.91
23040 - Aircraft Mechanic Helper	22.59
23050 - Aircraft, Painter	26.22
23060 - Aircraft Servicer	24.46
23070 - Aircraft Survival Flight Equipment Technician	26.22
23080 - Aircraft Worker	25.43
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	25.43
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	30.11
23110 - Appliance Mechanic	20.12
23120 - Bicycle Repairer	20.57
23125 - Cable Splicer	33.11
23130 - Carpenter, Maintenance	20.27
23140 - Carpet Layer	23.42
23160 - Electrician, Maintenance	23.13
23181 - Electronics Technician Maintenance I	24.92
23182 - Electronics Technician Maintenance II	26.33
23183 - Electronics Technician Maintenance III	27.30
23260 - Fabric Worker	21.81
23290 - Fire Alarm System Mechanic	22.46

23310 - Fire Extinguisher Repairer	20.59
23311 - Fuel Distribution System Mechanic	29.32
23312 - Fuel Distribution System Operator	24.19
23370 - General Maintenance Worker	20.86
23380 - Ground Support Equipment Mechanic	30.11
23381 - Ground Support Equipment Servicer	24.46
23382 - Ground Support Equipment Worker	25.43
23391 - Gunsmith I	20.59
23392 - Gunsmith II	23.04
23393 - Gunsmith III	24.97
23410 - Heating, Ventilation And Air-Conditioning Mechanic	23.42
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	24.25
23430 - Heavy Equipment Mechanic	21.91
23440 - Heavy Equipment Operator	23.65
23460 - Instrument Mechanic	26.59
23465 - Laboratory/Shelter Mechanic	24.08
23470 - Laborer	13.44
23510 - Locksmith	21.88
23530 - Machinery Maintenance Mechanic	24.77
23550 - Machinist, Maintenance	22.22
23580 - Maintenance Trades Helper	15.35
23591 - Metrology Technician I	26.59
23592 - Metrology Technician II	27.52
23593 - Metrology Technician III	28.48
23640 - Millwright	30.15
23710 - Office Appliance Repairer	18.88
23760 - Painter, Maintenance	20.42
23790 - Pipefitter, Maintenance	25.62
23810 - Plumber, Maintenance	24.66
23820 - Pneudraulic Systems Mechanic	24.97
23850 - Rigger	25.03
23870 - Scale Mechanic	23.04
23890 - Sheet-Metal Worker, Maintenance	22.08
23910 - Small Engine Mechanic	18.96
23931 - Telecommunications Mechanic I	24.41
23932 - Telecommunications Mechanic II	26.44
23950 - Telephone Lineman	23.52
23960 - Welder, Combination, Maintenance	20.42
23965 - Well Driller	21.76
23970 - Woodcraft Worker	24.97
23980 - Woodworker	20.59
24000 - Personal Needs Occupations	
24550 - Case Manager	15.92
24570 - Child Care Attendant	11.04
24580 - Child Care Center Clerk	15.48
24610 - Chore Aide	10.41
24620 - Family Readiness And Support Services Coordinator	15.92
24630 - Homemaker	17.36
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	26.88
25040 - Sewage Plant Operator	21.11
25070 - Stationary Engineer	26.88
25190 - Ventilation Equipment Tender	20.59
25210 - Water Treatment Plant Operator	21.11
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.93
27007 - Baggage Inspector	12.02
27008 - Corrections Officer	24.65
27010 - Court Security Officer	24.65
27030 - Detection Dog Handler	18.00
27040 - Detention Officer	24.65
27070 - Firefighter	24.58



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27101 - Guard I	12.02
27102 - Guard II	18.00
27131 - Police Officer I	27.64
27132 - Police Officer II	30.72
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.67
28042 - Carnival Equipment Repairer	11.85
28043 - Carnival Worker	9.02
28210 - Gate Attendant/Gate Tender	13.62
28310 - Lifeguard	11.25
28350 - Park Attendant (Aide)	15.24
28510 - Recreation Aide/Health Facility Attendant	11.12
28515 - Recreation Specialist	18.88
28630 - Sports Official	12.14
28690 - Swimming Pool Operator	17.89
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	21.97
29020 - Hatch Tender	21.97
29030 - Line Handler	21.97
29041 - Stevedore I	20.65
29042 - Stevedore II	22.12
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	38.98
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.88
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	29.60
30021 - Archeological Technician I	18.75
30022 - Archeological Technician II	18.73
30023 - Archeological Technician III	22.73
30030 - Cartographic Technician	22.73
30040 - Civil Engineering Technician	24.35
30051 - Cryogenic Technician I	25.16
30052 - Cryogenic Technician II	27.78
30061 - Drafter/CAD Operator I	16.39
30062 - Drafter/CAD Operator II	18.35
30063 - Drafter/CAD Operator III	20.46
30064 - Drafter/CAD Operator IV	25.17
30081 - Engineering Technician I	15.69
30082 - Engineering Technician II	17.62
30083 - Engineering Technician III	20.43
30084 - Engineering Technician IV	25.30
30085 - Engineering Technician V	30.94
30086 - Engineering Technician VI	35.32
30090 - Environmental Technician	20.71
30095 - Evidence Control Specialist	22.71
30210 - Laboratory Technician	20.99
30221 - Latent Fingerprint Technician I	25.16
30222 - Latent Fingerprint Technician II	27.78
30240 - Mathematical Technician	22.73
30361 - Paralegal/Legal Assistant I	18.22
30362 - Paralegal/Legal Assistant II	22.57
30363 - Paralegal/Legal Assistant III	28.49
30364 - Paralegal/Legal Assistant IV	33.84
30375 - Petroleum Supply Specialist	27.78
30390 - Photo-Optics Technician	22.73
30395 - Radiation Control Technician	27.78
30461 - Technical Writer I	23.77
30462 - Technical Writer II	29.08
30463 - Technical Writer III	35.18
30491 - Unexploded Ordnance (UXO) Technician I	24.77
30492 - Unexploded Ordnance (UXO) Technician II	29.97
30493 - Unexploded Ordnance (UXO) Technician III	35.92
30494 - Unexploded (UXO) Safety Escort	24.77
30495 - Unexploded (UXO) Sweep Personnel	24.77
30501 - Weather Forecaster I	25.16
30502 - Weather Forecaster II	30.60

30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	GS-07F-120GA/68HE0C18F0866 21.52
30621 - Weather Observer, Senior	(see 2)	22.73
31000 - Transportation/Mobile Equipment Operation Occupations		
31010 - Airplane Pilot		29.97
31020 - Bus Aide		13.86
31030 - Bus Driver		19.04
31043 - Driver Courier		17.51
31260 - Parking and Lot Attendant		11.21
31290 - Shuttle Bus Driver		18.95
31310 - Taxi Driver		12.96
31361 - Truckdriver, Light		18.95
31362 - Truckdriver, Medium		20.07
31363 - Truckdriver, Heavy		22.08
31364 - Truckdriver, Tractor-Trailer		22.08
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist		14.61
99030 - Cashier		10.02
99050 - Desk Clerk		11.49
99095 - Embalmer		27.09
99130 - Flight Follower		24.77
99251 - Laboratory Animal Caretaker I		12.73
99252 - Laboratory Animal Caretaker II		13.77
99260 - Marketing Analyst		28.53
99310 - Mortician		29.07
99410 - Pest Controller		15.64
99510 - Photofinishing Worker		11.98
99710 - Recycling Laborer		18.34
99711 - Recycling Specialist		21.63
99730 - Refuse Collector		16.76
99810 - Sales Clerk		11.34
99820 - School Crossing Guard		10.62
99830 - Survey Party Chief		20.84
99831 - Surveying Aide		12.58
99832 - Surveying Technician		18.62
99840 - Vending Machine Attendant		16.07
99841 - Vending Machine Repairer		18.03
99842 - Vending Machine Repairer Helper		16.07

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

**ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:**

**HEALTH & WELFARE:** Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$4.41 per hour computed on the basis of all hours worked by service employees employed on the contract.

**HEALTH & WELFARE EO 13706:** Minimum employer contributions costing an average of \$4.

13 per hour computed on the basis of all hours worked by service employees employed on the covered contracts. \*

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\*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, 4 weeks after 15 years, and 5 weeks after 25 years.

Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**\*\* HAZARDOUS PAY DIFFERENTIAL \*\***

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder.

All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\***

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

**\*\* REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) \*\*****Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable

relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1)).

**ATTACHMENT #5**  
**EPA Security GFE Annual Inventory 2018**  
Government Furnished Equipment & Property  
US EPA - Cincinnati, Ohio - OH

#	MANUFACTURER - NOMENCLATURE	COST	UNIT	TOTAL
2	Checkgate 9000 - Magnetometers	5,000.00	EA	\$10,000.00
2	Various-Desks	300.00	EA	\$600.00
8	Various-Swivel Desk Chairs	100.00	EA	\$800.00
2	Dell-Computer Workstations	500.00	EA	\$1,000.00
6	HP Camera Computer Workstation	500.00	EA	\$3,000.00
4	Dell Winx (Casi-Rusco) CPU Workstations	500.00	EA	\$2,000.00
1	Aware/EPASS Computer Workstation	30,000.00	EA	\$30,000.00
223	PAC Card Readers	400.00	EA	\$89,200.00
1	Identix Fingerprint Workstation	30,000.00	EA	\$30,000.00
1	HP Laser Printer	100.00	EA	\$100.00
2	Fargo ID Card Printer	3,000.00	EA	\$6,000.00
1	Cannon ID Camera	700.00	EA	\$700.00
12	DVR Recorders	10,000.00	EA	\$120,000.00
1	Computer Server Rack	500.00	EA	\$500.00
7	Pelco Video Encoder	700.00	EA	\$4,900.00
10	Big Screen Video Monitor	2,500.00	EA	\$25,000.00
1	Small Screen Video Monitor	1,300.00	EA	\$1,300.00
151	Pelco Cameras	4,200.00	EA	\$634,200.00
13	Talk a Phone	1,500.00	EA	\$19,500.00
11	Intrusion Detection Systems	5,000.00	EA	\$55,000.00
37	Emergency Call Buttons	500.00	EA	\$18,500.00
1	Standard Radio Base Station (EPA Freq)	600.00	EA	\$600.00
1	Standard Radio Base Station (Advance Radio)	600.00	EA	\$600.00
1	Standards Radio Mobile Station (Advance Radio)	600.00	EA	\$600.00
4	Control Screening X-Ray Machines	23,000.00	EA	\$92,000.00
10	Garrett Super Scanning V Wands	100.00	EA	\$1,000.00
20	Safety Cones	50.00	EA	\$1,000.00
5	Smith X-Ray Machines	28,000.00	EA	\$140,000.00
19	KHB-25A Kenwood Radio with Chargers	750.00	EA	\$14,250.00
4	NX-320K2 Kenwood Digital Radio	689.00	EA	\$2,756.00
23	KNB-24L-UG Lith-Jon Battery's Radio's	95.00	EA	\$2,185.00
7	KMC-25 Kenwood Speaker Microphone	95.00	EA	\$665.00
1	ILCO Unican Key Cutting Machine	2,100.00	EA	\$2,100.00
1	ILCO Code Key Cutting Machine	2,100.00	EA	\$2,100.00
8	Gails Inspection Mirrors	129.00	EA	\$1,032.00
8	Three Drawer Lateral File	100.00	EA	\$800.00
2	Four Drawer File	100.00	EA	\$200.00
2	Chair Black Leather	300.00	EA	\$600.00
4	Wood Cabinet	200.00	EA	\$800.00
1	Felllowes Card Shredder	300.00	EA	\$300.00
<b>613</b>	<b>TOTAL UNIT</b>			<b>\$1,315,888.00</b>

#	Manufacturer - Nomenclature		COST	UNIT	TOTAL
102	Key Blanks (RA)	RA	2.50	EA	\$255.00
99	Key Blanks (RB)	RB	2.50	EA	\$247.50
88	Key Blanks	RC	2.50	EA	\$220.00
96	Key Blanks	RE	2.50	EA	\$240.00
74	Key Blanks	RF	2.50	EA	\$185.00
75	Key Blanks	RG	2.50	EA	\$187.50
76	Key Blanks	RJ	2.50	EA	\$190.00
96	Key Blanks	RK	2.50	EA	\$240.00
69	Key Blanks	RL	2.50	EA	\$172.50
19	Key Blanks	RN	2.50	EA	\$47.50
50	Key Blanks	LA	2.50	EA	\$125.00
844	TOTAL BLANK KEYS				\$2,110.00

FOR A GRAND TOTAL OF: \$1,317,993.00



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		<b>1. CONTRACT ID CODE</b>		<b>PAGE OF PAGES</b> 1 5	
<b>2. AMENDMENT/MODIFICATION NO.</b> P00001		<b>3. EFFECTIVE DATE</b> See Block 16C		<b>4. REQUISITION/PURCHASE REQ. NO.</b> PR-OARM-19-00037	
<b>5. PROJECT NO. (If applicable)</b>		<b>6. ISSUED BY</b> CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001		<b>7. ADMINISTERED BY (If other than item 6)</b> CODE	
<b>8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)</b> Diversified Protection Corporation Attn: (b)(4) 8020 S. Rainbow Blvd. Suite 100-530 Las Vegas NV 89139		<b>9A. AMENDMENT OF SOLICITATION NO.</b>		<b>9B. DATED (SEE ITEM 11)</b>	
<b>10A. MODIFICATION OF CONTRACT/ORDER NO.</b> GS-07F-120GA 68HE0C18F0866		<b>10B. DATED (SEE ITEM 13)</b> 09/13/2018		<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>	
<b>CODE</b> 805484792		<b>FACILITY CODE</b>			

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**  
See Schedule Net Increase: \$1,607,051.16

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

<b>CHECK ONE</b>	<b>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</b>
	<b>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</b>
	<b>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</b>
<b>X</b>	<b>D. OTHER (Specify type of modification and authority)</b> EPA-B-32-103 Limitation of Government's Obligation

**E. IMPORTANT:** Contractor ☒ is not ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

DUNS Number: 805484792

TOCOR: Franz Ott Max Expire Date: 09/30/2023

LIST OF CHANGES:

Reason for Modification: Funding Only Action

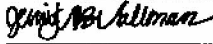
The Purpose of Modification P00001 is to obligate \$1,607,051.16 of incremental funding to the Base Period CLIN 0001. Revise the Limitation of Government's Obligation Clause. All other terms and conditions remain unchanged.

New Issuing and Administration Address:

CAD

Continued ...

Except as provided herein, all terms and conditions of the document referenced in item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

<b>15A. NAME AND TITLE OF SIGNER (Type or print)</b>		<b>16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)</b> Jennifer B. Vollman	
<b>15B. CONTRACTOR/OFFEROR</b>	<b>15C. DATE SIGNED</b>	<b>16B. UNITED STATES OF AMERICA</b>  (Signature of Contracting Officer)	<b>16C. DATE SIGNED</b> 11/14/2018

Previous edition unusable



## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
GS-07F-120GA/68HE0C18F0866/P00001

PAGE 2 OF 5

NAME OF OFFEROR OR CONTRACTOR

Diversified Protection Corporation

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this Modification: \$1,607,051.16 Incremental Funded Amount changed from \$1,940,208.81 to \$3,547,259.97 Incrementally Funded through date changed from 03/31/2019 to 08/31/2019</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 18-19-B-52E-000GF2-2504-1852ST1006-002 Beginning FiscalYear 18 Ending Fiscal Year 19 Fund (Appropriation) B Budget Organization 52E Program (PRC) 000GF2 Budget (BOC) 2504 Job # (Site/Project) Cost Organization DCN-LineID 1852ST1006-002 Quantity: 0 Amount: \$805,978.30 Percent: 21.34047 Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive <a href="http://www2.epa.gov/financial/contracts">www2.epa.gov/financial/contracts</a> Durham NC 27711</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 18-19-C-52E-000GF2X03-2504-1852ST1006-001 Beginning FiscalYear 18 Ending Fiscal Year 19 Fund (Appropriation) C Budget Organization 52E Program (PRC) 000GF2X03 Budget (BOC) 2504 Job # (Site/Project) Continued ...</p>				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
GS-07F-120GA/68HE0C18F0866/P00001PAGE OF  
3 5

NAME OF OFFEROR OR CONTRACTOR

Diversified Protection Corporation

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Cost Organization DCN-LineID 1852ST1006-001 Quantity: 0 Amount: \$801,072.86 Percent: 21.21058 Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Delivery Location Code: OARM-CIN/IO OARM-CIN/IO US Environmental Protection Agency 26 West Martin Luther King Drive Cincinnati OH 45268 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period of Performance: 10/01/2018 to 09/30/2019</p>				